

PERMIT #: _____
PERMIT FEE: _____
DATE: _____
NEW RENEWAL (\$5.00 per sign)
CONFORMING NONCONFORMING

CITY OF RICHMOND HILL
BUILDING AND ZONING DEPARTMENT
85 Richard R. Davis Drive
P.O. BOX 250, RICHMOND HILL, GA 31324
(912) 756-3345 FAX: (912) 756-2031

SIGN PERMIT/APPLICATION

Article VI: Sign permit is required before a sign may be placed, constructed, erected, modified or suspended from or supported on a building or structure. **ALL SIGNS MUST BE PERMITTED.**

SIGN LOCATION

Name of Business: _____
Business Address: _____ Phone: _____
Business Owner's Name: _____ Phone: _____
Owner's Address: _____
Property Zoning: _____ Legal Map & Parcel Number: _____

SIGN SPECIFICATIONS:

(ALL FREESTANDING SIGNS MUST HAVE PROPERTY NUMBER ON THEM)

Type of Sign _____ Location: _____
Illuminated _____ Non-illuminated _____ Setback-front _____ Side setback _____
Dimensions: Height: _____ Sq. Ft. _____
Overall Sign Height After Installation: _____
Installer: _____

ATTACHMENTS: Show location of sign on site plan. Include (*when required*) signed Engineer drawings of foundation & pole showing wind load, etc.

Applicant's Signature: _____
Date of Submittal: _____
Approved by Zoning Administrator: _____ Date: _____
Approved by P & Z Director (if required): _____ Date: _____
Approved by Building Inspector: _____ Date: _____
Reviewed by Planning Commission (if required) on: _____
Approval of City Council (if required) on: _____